



Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. **691** s. 2025

16 OCT 2025

**SEARCH FOR MOST OUTSTANDING DEPED PERSONNEL OF
SCHOOLS DIVISION OF THE CITY OF BATAC 2025**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Section and Unit Heads
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 9, s. 2002 or Establishing the Program on Awards and Incentives for Service Excellence (PRAISE), this office hereby announces the 2025 Search for Most Outstanding Personnel of the Schools Division of the City of Batac.
2. This activity aims to highlight creativity, innovativeness, efficiency, integrity and productivity in the public service by recognizing and rewarding employees for their innovations and accomplishments and other efforts which contributes to the efficiency and improvement in operations and other extraordinary acts of services in the interest of the public.
Specifically, it aims to:
 - a. reward outstanding teaching and non-teaching personnel of the Schools Division of the City of Batac;
 - b. appreciate the heroic deeds, accomplishments and achievements among DepEd personnel of the SDCB; and
 - c. commend the outstanding performances and services among DepEd personnel.
3. All sections, units, school heads and interested parties are encouraged to submit their nominees per category and required pertinent documents based on the guidelines to the SDO c/o SGOD not later than **November 5, 2025**.
4. Attached are the following Enclosures for reference:
Enclosure 1: Guidelines for the Division Search for Outstanding DepEd Personnel 2025
Enclosure 2: Nomination Form
Enclosure 3: Executive Summary Form
Enclosure 4: Timeline of Activities
Enclosure 5: PRAISE Committee
5. For information and guidance.

ANSELMO R. ALUDINO

Schools Division Superintendent

SGOD/mlpd/DM-SEARCHFOROUTSTANDINGPERSONNEL2025
0054/ September 29, 2025



SDCB RECORDS UNIT

2516612



DepEd Batac City



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City of Batac, Ilocos Norte
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Enclosure 1:

GUIDELINES FOR THE DIVISION SEARCH FOR OUTSTANDING DEPED PERSONNEL 2025

I. Qualification Requirements:

- a. Has a length of service of at least three consecutive years in his/her current position;
- b. Has three years in aggregate service for contract of service/job order employee;
- c. Has consistently performed high quality of work;
- d. Has exhibited a high degree of professionalism;
- e. Has a rating of "Outstanding" in the last three (3) performance rating periods prior to nomination (*for public personnel only*);
- f. Has good reputation on school related financial matters;
- g. Has morality and integrity both in public and private life; and
- h. Has no pending case or no case for factfinding/preliminary investigation or has been found guilty of any administrative, criminal, or civil offense/case.

I. Grounds for Disqualification:

- a. Has been a winner of any National Award given by duly recognized award giving bodies (i.e. HAP Awards, Metro Bank Outstanding Filipinos);
- b. Has a record of Absence Without Official Leave (AWOL) prior to nomination;
- c. Has accumulated at least a total of 360 minutes of tardiness for the last three years;
- d. Has submitted fabricated documents.

**Nominees are not allowed to submit additional papers after the deadline.*

II. Limitation on Nomination

Awardees can still be nominated to the same category for three (3) consecutive years from the conferment of the award, provided that the nomination is based on a completely new set of accomplishments/MOVs presented. Awardees for three consecutive years shall be proclaimed as Hall of Fame Awardee and not be eligible for nomination thereafter in the same category.

IV. Categories of Awards

1. Outstanding Teachers of the Year (Public and Private)
 - a. Teacher I-III and SPET 1 -SPET III, Special Science Teachers
 - b. Master Teacher I-II – Public onlyThis award is granted to the teaching employees who have garnered the highest score per category, provided however, that the nominees shall meet the cut-off average of 70 points.
2. Outstanding Non-Teaching Personnel of the Year (Public and Private)
 - a. Public Schools
 - i. Category 1 (SG 1-9)
 - ii. Category 2 (SG 10-23)
 - b. Private Schools
 - i. Category 1 (Utility workers)
 - ii. Category 2 (Office Workers)This award is granted to the non-teaching employees who have garnered the highest score under this category, provided however, that the nominees shall meet the cut-off average of 70 points.
3. Outstanding School Heads (Public and Private)
 - a. Category 1 (Elementary Schools)
 - b. Category 2 (Secondary Schools)This award is granted to the school head who have garnered the highest score per category, provided however, that the nominees shall meet the cut-off average of 70 points.
4. Outstanding Supervisors

This award is granted to the supervisors who have garnered the highest score under this category, provided however, that the nominees shall meet the cut-off average of 70 points.

5. Hall of Fame Awardee

This award is granted to an employee who has been one of the Outstanding DepEd employees for three consecutive years and, thus shall not be eligible for nomination thereafter in the same category.

V. Criteria for Evaluation

For Public Schools

1. Teaching Personnel

Phases	Point Distribution	Percentage
Paper Evaluation	100	60%
Validation	100	20%
Interview	100	20%
	Total	100%

The following are the expected Means of Verification (with corresponding point allocation) for Outstanding Teaching Personnel **Category 1:**

Paper Evaluation Criteria		
Criteria	Points	Means of Verification (All MOVs must be of the past three years)
Instructional Competence (45 points) Specific Indicators: 1. Mastery of Content and Subject Matter 2. Curriculum and Planning 3. Assessment of Learning	15	Signed Results of Classroom Observations (at least 1 COTs for each school year for the last three years)
	15	Sample Approved Learning Plans showcasing the: • application of a range of teaching strategies to develop critical and creative thinking, as well as other higher-order thinking skills. • positive use of ICT. • use of differentiated, developmentally appropriate learning experiences addressing learners' gender, needs, strengths, interests and experiences. • plan, manage and implement developmentally sequenced teaching and learning process.
	15	• Sample teacher-crafted Assessment Tools • Sample of Assessment Analysis Reports submitted to Head of Office • Impact Evaluation Report of Interventions made from Assessment Results with proofs
Research Engagement (15 points)	15	• List of Solo or Collaborative Action/Basic Completed Research Outputs for the last three years with Certificate of Completion • Report on the Dissemination/Implementation

Criteria	Points	Means of Verification (All MOVs must be of the past three years)
		of Research Outputs
Professional Growth and Development (15 points)	15	- Proof of degree earned from the Graduate School / Certificate of Graduate units earned - Certificate of participation in at least three-day trainings/ seminars/ workshops from any DepEd-recognized training providers - Certificate of recognition as a learning facilitator, content expert in (at least) District/Division-initiated trainings/seminars
Innovation (10 points)	10	- Certificate of Completed Innovation signed by Head of Office - Certificate of Adoption/ Implementation signed by Head of Office - Narrative Impact Evaluation of Innovation - Proof of Impact Results Dissemination
Leadership (10 points)	10	- Certificate of Recognition as a Chairperson/Officer of a Professional Organization (school level) - Certificate of Recognition as a Chairperson/Coordinator of School Organization - Certificate of Recognition as Winning Coach/Adviser (at least Division Level) - Accomplishment Report of the Organization
Social and Community Engagement (5 points)	5	- Certificate of commendation on contribution to the community with relevant documentations - Proof of participation to a sustainable community program - Narrative of the impact of community involvement
TOTAL	100	

The following are the expected Means of Verification (with corresponding point allocation) for Outstanding Teaching Personnel **Category 2:**

Paper Evaluation Criteria		
Criteria	Points	Means of Verification (All MOVs must be of the past three years)
Instructional Competence (30 points)	10	Signed Results of Classroom Observations (at least 1 COTs for each school year for the last three years)
	10	Sample Approved Learning Plans showcasing the: - application of a range of teaching strategies to develop critical and creative thinking, as well as other higher-order thinking skills. - positive use of ICT. - use of differentiated, developmentally appropriate learning experiences
Specific Indicators:		
1. Mastery of Content and Subject Matter		

2. Curriculum and Planning		addressing learners' gender, needs, strengths, interests and experiences.
3. Assessment of Learning		plan, manage and implement developmentally sequenced teaching and learning process.
	10	- Sample teacher-crafted and analyzed Assessment Tools - Sample of Assessment Analysis Reports submitted to Head of Office - Impact Evaluation Report of Interventions made from Assessment Results with proofs - Narrative Report on Technical Assistance/Coaching and Mentoring
Research Engagement (20 points)	20	- List of Solo Action/Basic Completed Research Outputs for the last three years with Certificate of Completion - Report on the Dissemination/Implementation of Research Outputs
Professional Growth and Development (15 points)	15	- Proof of degree earned from the Graduate School / Certificate of Graduate units earned - Certificate of participation in at least three-day trainings/ seminars/ workshops from any DepEd-recognized training providers - Certificate of recognition as a learning facilitator/content expert in (at least Division-initiated training/seminars
Innovation (15 points)	15	- Certificate of Completed Innovation signed by Head of Office - Certificate of Adoption/ Implementation - Impact Evaluation of Innovation - Proof of Impact Results Dissemination
Leadership (15 points)	15	- Certificate of Recognition as a Chairperson/Officer of a Professional Organization (school level) - Certificate of Recognition as a Chairperson/Coordinator of School Organization - Certificate of Recognition as Winning Coach/Adviser (at least division level) - Accomplishment Report of the Organization
Social and Community Engagement (5 points)	5	- Certificate of commendation on contribution to the community with relevant documentations - Proof of participation to a sustainable community program - Narrative of the impact of community involvement
TOTAL	100	

2. Non-Teaching Personnel

Phases	Point Distribution	Percentage
Paper Evaluation	100	60%
Validation	100	20%
Final Interview	100	20%
	Total	100%

The following are the expected Means of Verification (with corresponding point allocation) for Outstanding Non-Teaching Personnel **Category 1:**

Paper Evaluation Criteria		
Criteria	Points	Means of Verification (All MOVs must be of the past three years)
Quality of Personal and Professional Development Initiatives (35 points) Specific Indicators: 1. Professional and Personal Growth and Development 2. Work Ethics and Behavior	15	- Certificates of Professional Development Programs participated - Certificates of completion to special trainings aligned to Key Result Area/ IPDP - Proof of continuing professional education initiatives in the last three years (<i>certificates of graduate school units earned, copy graduate school diploma, certificates of specialized trainings, NC Certificates etc.</i>)
	20	Narrative/ testimonials of exemplary work ethics and behavior
Quality and Consistency of Behavioral Performance (25 points)	25	Certified copy of Performance Ratings for the last three (3) years duly certified by the HRMO
Outstanding Work Contributions, Accomplishments, Innovations, and Ideas (25 points)	25	- Proof of/ Narratives on/ Testimonials on: - Impact of Work - Work Effectiveness - Work Efficiency - Work Collaboration
Social and Community Engagement (15 points)	15	- Certificate of commendation on contribution to the community with relevant documentations - Proof of participation to a sustainable community program - Narrative of the impact of community involvement
TOTAL	100	

The following are the expected Means of Verification (with corresponding point allocation) for Outstanding Non-Teaching Personnel **Category 2;**

Paper Evaluation Criteria		
Criteria	Points	Means of Verification (All MOVs must be of the past three years)
Quality of Personal and Professional Development Initiatives (30 points) Specific Indicators: 1. Professional and Personal Growth and Development 2. Work Ethics and Behavior	15	• Certificates of Professional Development Programs participated • Certificates of completion to special trainings aligned to Key Result Area/ IPDP • Proof of continuing professional education initiatives in the last three years (<i>certificates of graduate school units earned, copy graduate school diploma, certificates of specialized trainings, NC Certificates etc.</i>)
	15	• Narrative/ testimonials of exemplary work ethics and behavior
Quality and Consistency of Behavioral Performance (20 points)	20	• Certified copy of Performance Ratings for the last three (3) years duly certified by the HRMO
Research and Innovations (10 points)	10	• List of researches conducted (solo or collaboration) • Certificate of Research Implementation • Certificate of Research Involvements • Proof of innovative outputs • Certificate of Implementation of the Innovative Outputs
Outstanding Work Contributions, Accomplishments, Innovations, and Ideas (25 points)	25	• Proof of/ Narratives on/ Testimonials on: a. Impact of Work b. Work Effectiveness c. Work Efficiency d. Work Collaboration
Social and Community Engagement (15 points)	15	• Certificate of commendation on contribution to the community with relevant documentations • Proof of participation to a sustainable community program • Narrative of the impact of community involvement
TOTAL	100	

3. School Heads

Phases	Point Distribution	Percentage
Paper Evaluation	100	60%
Validation	100	20%
Final Interview	100	20%
	Total	100%

The following are the expected Means of Verification (with corresponding point allocation) for Outstanding School Heads Category (**For School Heads-Public and Private**):

Paper Evaluation Criteria		
Criteria	Points	Means of Verification (All MOVs must be of the past three years)
Strategic Leadership (35 points) Specific Indicators: 1. Quality School Management Practices 2. Research and Development Initiatives \ 3. School Program Design and Implementation	15	- Certificate of Commendation/ Recognition for being the School Head of the host (benchmarked) school - List of initiated innovative programs and activities - Copy of approved School Improvement Plan - Narrative Report on the Implementation of School Improvement Plan
	10	- Copy of SDO-approved policy/policies - Narrative reports/Results of policy implementation and policy review - List of researches conducted (solo or collaboration; if collaborative research must be lead researcher)
	10	- List of approved needs-based programs implemented in the school based on Learning Needs Analysis Report - Sample approved training designs and training matrixes - Accomplishment Reports on the implemented needs-based programs implemented in the school - Report of Monitoring and Evaluation conducted on the implementation of needs-based programs implemented in the school
Managing School Operations and Resources (20 points) Specific Indicators: 1. Records Management	5	- Evidence that school data and information are managed using technology, including ICT - School Process on utilization and safekeeping of the school data and information
	5	- Certificate of No-AOM from SDO COA or its equivalent - Certification of Budget Utilization Performance Report from SDO - Copy of approved Work and Financial Plan (GAD)/ MOOE/Budget Execution Plan 1

2. Financial Management		• Copy of approved Budget Performance Report vis-à-vis WFP (GAD)/MOOE/BED 1 • Copy of Monthly Liquidation Reports
3. Management of Staff	5	• Summary of Individual Professional Development Plan (IPDP) of Staff • Copy of approved Faculty Development Plan based on IPDP of staff • Monitoring/Progress report of the approved Faculty Development Plan
4. School Safety	5	• Evidence of institutionalized management of school safety for disaster preparedness, mitigation and resiliency
Instructional Leadership (20 points)	20	• Proof of provision of technical assistance/coaching mentoring or conceptual guidance for teachers regarding effective classroom practice/ Coaching and Mentoring Plan/ Technical Assistance Plan • Technical Assistance Plan Implementation Report • Copy of Completed Innovative/ /Contextualized Instructional/Learning Materials • Certificates as Learning Resource Facilitator on instructional/pedagogical advancement of teachers • Evidence of utilization of classroom observation notes for PDP development/conduct of LAC/INSET
Developing Self and Others (15 points)	15	• Certificates as Learning Facilitator/content expert to fellow school heads in upgrading personal and professional competencies aligned with the Philippine Professional Standards for School Heads/ School-based Management (at least division level) • Copy of approved Training Programs /LAC • Evidence of continuous professional development initiatives/activities • Copy and evidence of Rewards and Recognition policies and/or initiatives introduced in the school
Building Connections (10 points)	10	• Evidence of partnerships and linkages to support school programs/activities/ MOA/ MOU • List of school benefactors – List of community activities participated by the school • List of programs initiated and participated by the school for the community • Accomplishment Reports on initiated community programs
TOTAL	100	

4. Supervisors

Phases	Point Distribution	Percentage
Paper Evaluation	100	60%
Validation	100	20%
Final Interview	100	20%
	Total	100%

The following are the expected Means of Verification (with corresponding point allocation) for Outstanding Supervisors Category **(For Supervisors – Public only)**:

Paper Evaluation Criteria		
Criteria	Points	Means of Verification (All MOVs must be of the past three years)
Strengthening Shared Accountability (30 points) Specific Indicator: 1. Technical Assistance/ Coaching and Mentoring 2. Program Implementation	20	• Copy of approved Technical Assistance Plan • Proof of provision of Technical Assistance/ Coaching and Mentoring conducted/ Technical Assistance Plan/ Coaching and Mentoring Plan • Technical Assistance Plan Implementation Report
	10	• Program Implementation Report / Accomplishment Report of Program under the Portfolio
Fostering Culture of Continuous Improvement (35 points) Specific Indicator: 1. Research and Innovation	35	• List of Researches conducted • Certificate of Research Implementation • Certificate of Research Involvements • Proof of innovative outputs • Certificate of Implementation of the Innovative Outputs
Developing Self and Others (25 points) Specific Indicators: 1. Learning and Development Initiatives 2. Personal and Professional Development Initiatives	10	• List of approved/certified/accredited learning and development initiatives for both the teaching and non-teaching personnel • Sample training designs and matrixes • Sample of submitted/approved Accomplishment Reports • Accomplishment reports on the implemented needs-based programs implemented
	5	• Certificate of membership to DepEd recognized technical working groups • Certificate of membership to recognized professional organizations

3.Membership to Technical Working Groups/ Professional Organizations		
Community Leadership and Social Responsibility (10 points)	10	• Certificate of Attendance/ Participation • Proof of community engagement and engagement with stakeholders • Recognition in various community involvement program/activity • Testimonials from community partners • Proof of participation to a collaborative work in and out of DepEd
TOTAL	100	

For Private Schools

1. Teaching Personnel

Phases	Point Distribution	Percentage
Paper Evaluation	100	60%
Validation	100	20%
Interview	100	20%
	Total	100%

The following are the expected Means of Verification (with corresponding point allocation) for Outstanding Teaching Personnel **Category 1:**

Paper Evaluation Criteria		
Criteria	Points	Means of Verification (All MOVs must be of the past three years)
Instructional Competence (45 points) Specific Indicators: 1. Mastery of Content and Subject Matter 2. Curriculum and Planning 3. Assessment of Learning	20	Signed Results of Classroom Observations (at least 1 COTs for each school year for the last three years)
	20	Sample Approved Learning Plans showcasing the: • application of a range of teaching strategies to develop critical and creative thinking, as well as other higher-order thinking skills. • positive use of ICT. • use of differentiated, developmentally appropriate learning experiences addressing learners' gender, needs, strengths, interests and experiences. • plan, manage and implement developmentally sequenced teaching and learning process.
	20	• Sample teacher-crafted Assessment Tools • Sample of Assessment Analysis Reports submitted to Head of Office

		Impact Evaluation Report of Interventions made from Assessment Results with proofs
Professional Growth and Development (15 points)	15	- Proof of degree earned from the Graduate School / Certificate of Graduate units earned - Certificate of participation in at least three-day trainings/ seminars/ workshops from any DepEd/PEAC/- recognized training providers - Certificate of recognition as a learning facilitator, content expert in (at least) District/Division-initiated trainings/seminars
Leadership (10 points)	20	- Certificate of Recognition as a Chairperson/Officer of a Professional Organization (school level) - Certificate of Recognition as a Chairperson/Coordinator of School Organization - Certificate of Recognition as Winning Coach/Adviser (at least Division Level) - Accomplishment Report of the Organization
Social and Community Engagement (5 points)	5	- Certificate of commendation on contribution to the community with relevant documentations - Proof of participation to a sustainable community program - Narrative of the impact of community involvement
TOTAL	100	

2. Non-Teaching Personnel

Phases	Point Distribution	Percentage
Paper Evaluation	100	60%
Validation	100	20%
Final Interview	100	20%
	Total	100%

The following are the expected Means of Verification (with corresponding point allocation) for Outstanding Non-Teaching Personnel **Category 1:**

Paper Evaluation Criteria		
Criteria	Points	Means of Verification (All MOVs must be of the past three years)
Quality of Personal and Professional Development Initiatives (35 points)	15	- Certificates of Professional Development Programs participated - Certificates of completion to special trainings . - Proof of continuing professional education initiatives in the last three years (<i>certificates of graduate school units earned, copy graduate school diploma, certificates of specialized trainings, NC Certificates etc.</i>)

Specific Indicators: 1. Professional and Personal Growth and Development 2. Work Ethics and Behavior	20	Narrative/ testimonials of exemplary work ethics and behavior
Quality and Consistency of Behavioral Performance (25 points)	25	Certified copy of Performance Ratings for the last three (3) years duly certified by the School Head/HR Officer
Outstanding Work Contributions, Accomplishments, Innovations, and Ideas (25 points)	25	- Proof of/Narratives on/Testimonials on: - Impact of Work - Work Effectiveness - Work Efficiency - Work Collaboration
Social and Community Engagement (15 points)	15	- Certificate of commendation on contribution to the community with relevant documentations - Proof of participation to a sustainable community program - Narrative of the impact of community involvement
TOTAL	100	

The following are the expected Means of Verification (with corresponding point allocation) for Outstanding Non-Teaching Personnel **Category 2**;

Paper Evaluation Criteria		
Criteria	Points	Means of Verification (All MOVs must be of the past three years)
Quality of Personal and Professional Development Initiatives (30 points) Specific Indicators: 1. Professional and Personal Growth and Development 2. Work Ethics and Behavior	20	- Certificates of Professional Development Programs participated - Certificates of completion to special trainings aligned to Key Result Area/ IPDP - Proof of continuing professional education initiatives in the last three years (<i>certificates of graduate school units earned, copy graduate school diploma, certificates of specialized trainings, NC Certificates etc.</i>)
	20	Narrative/ testimonials of exemplary work ethics and behavior
Quality and Consistency of Behavioral Performance (20 points)	20	Certified copy of Performance Ratings for the last three (3) years duly certified by the HRMO

Research and Innovations (10 points)	10	- List of researches conducted (solo or collaboration) - Certificate of Research Implementation - Certificate of Research Involvements - Proof of innovative outputs - Certificate of Implementation of the Innovative Outputs
Outstanding Work Contributions, Accomplishments, Innovations, and Ideas (25 points)	25	- Proof of/Narratives on/Testimonials on: - Impact of Work - Work Effectiveness - Work Efficiency - Work Collaboration
Social and Community Engagement (15 points)	15	- Certificate of commendation on contribution to the community with relevant documentations - Proof of participation to a sustainable community program - Narrative of the impact of community involvement
TOTAL	100	

3. School Heads

Phases	Point Distribution	Percentage
Paper Evaluation	100	60%
Validation	100	20%
Final Interview	100	20%
	Total	100%

The following are the expected Means of Verification (with corresponding point allocation) for Outstanding School Heads Category (**For School Heads-Public and Private**):

Paper Evaluation Criteria		
Criteria	Points	Means of Verification (All MOVs must be of the past three years)
Strategic Leadership (35 points) Specific Indicators: 1. Quality School Management Practices 2. Research and Development Initiatives \ 3. School Program Design and Implementation	15	- Certificate of Commendation/ Recognition for being the School Head of the host (benchmarked) school - List of initiated innovative programs and activities - Copy of approved School Improvement Plan - Narrative Report on the Implementation of School Improvement Plan
	10	- Copy of SDO-approved policy/policies - Narrative reports/Results of policy implementation and policy review - List of researches conducted (solo or collaboration; if collaborative research must be lead researcher)
	10	List of approved needs-based programs implemented in the school based on Learning Needs Analysis Report

		• Sample approved training designs and training matrixes • Accomplishment Reports on the implemented needs-based programs implemented in the school • Report of Monitoring and Evaluation conducted on the implementation of needs-based programs implemented in the school
Managing School Operations and Resources (20 points)	5	• Evidence that school data and information are managed using technology, including ICT • School Process on utilization and safekeeping of the school data and information
Specific Indicators:	5	• Certificate of No-AOM from SDO COA or its equivalent • Certification of Budget Utilization Performance Report from SDO/CPA • Copy of approved Work and Financial Plan (GAD)/ MOOE/Budget Execution Plan 1 • Copy of approved Budget Performance Report vis-à-vis WFP (GAD)/MOOE/BED 1 • Copy of Monthly Liquidation Reports
1. Records Management		
2. Financial Management		
3. Management of Staff		
4. School Safety	5	• Summary of Individual Professional Development Plan (IPDP) of Staff • Copy of approved Faculty Development Plan based on IPDP of staff • Monitoring/Progress report of the approved Faculty Development Plan
	5	• Evidence of institutionalized management of school safety for disaster preparedness, mitigation and resiliency
Instructional Leadership (20 points)	20	• Proof of provision of technical assistance/coaching mentoring or conceptual guidance for teachers regarding effective classroom practice/ Coaching and Mentoring Plan/ Technical Assistance Plan • Technical Assistance Plan Implementation Report • Copy of Completed Innovative/ Contextualized Instructional/Learning Materials • Certificates as Learning Resource Facilitator on instructional/pedagogical advancement of teachers • Evidence of utilization of classroom observation notes for PDP development/conduct of LAC/INSET
Developing Self and Others (15 points)	15	• Certificates as Learning Facilitator/ content expert in upgrading personal and professional competencies • Copy of approved Training Programs/ LAC • Evidence of continuous professional development initiatives/activities • Copy and evidence of Rewards and Recognition policies and/or initiatives introduced in the school

Building Connections (10 points)	10	- Evidence of partnerships and linkages to support school programs/activities/ MOA/ MOU - List of school benefactors – List of community activities participated by the school - List of programs initiated and participated by the school for the community - Accomplishment Reports on initiated community programs
TOTAL	100	

VI. Rewards

1. Plaque of Recognition

VII. Procedure for Nomination

1. All interested parties are required to submit to the Division Award Selection Committee the pertinent documents of the nominees for Stage 1: Paper Screening which will be subject to initial evaluation by the Division PRAISE Committee.
2. The nominator shall use the attached Nomination Form (*enclosure 2*).
3. All nominations shall be sealed in an envelope upon submission to the Division Office Records Unit on or before the specified date.
4. The Division PRAISE Committee Secretariat shall check the completeness of all documents submitted before endorsement to the Division PRAISE Committee for paper screening, validation, and shortlisting.
5. The Division PRAISE Committee members shall screen, validate, and deliberate the nominations using the criteria for paper screening as basis for shortlisting the nominees per category.
6. The External Members of the Board of Judges shall interview the shortlisted nominees per category and shall select the winners after the final deliberation.
7. In case of a tie, the Chairman of the Board of Judges shall make the decision.

VIII. Procedure for Screening and Evaluation:

Stage 1: Paper Screening

The Division PRAISE Committee shall conduct the paper screening using the submitted means of verification (MOVs) on each specific criterion with the following documents:

- ✓ Duly accomplished nomination form signed by the nominator (see attachments)
- ✓ Executive Summary (see attachments)
- ✓ Updated Personal Data Sheet (PDS)
- ✓ Submit a certification of the last three (3) performance rating periods prior to nomination signed by the Human Resource Management Officer (HRMO)
- ✓ Certification that the nominee has not been suspended for any administrative, criminal, or civil offense/case signed by the nominee and by the highest- ranking Administrative Officer

Note: Submit using A4 size green folder for Teaching Personnel, yellow folder for School Heads, blue folder for Non-Teaching Personnel.

Kindly put Name, Position, and School on the front cover. Also, secure tabs on folder for easy reference and follow the recommended paper organization below.

Part I

- A. Duly accomplished nomination form signed by the nominator (see attachments)
- B. Executive Summary (see attachments)
- C. Updated Personal Data Sheet (PDS)
- D. Submit a certification of the last three (3) performance rating periods prior to nomination signed by the Human Resource Management Officer (HRMO)

- E. Certification that the nominee has not been suspended for any administrative, criminal, or civil offense/case signed by the nominee and by the highest- ranking Administrative Officer

Part II

- A. Criteria 1
a. MOVs
B. Criteria 2
a. MOVs
C. Criteria 3
a. MOVs.....

Stage 2: Validation and Shortlisting of Nominees

- A. In this stage, when all the scores of each nominee have been tabulated, the Division PRAISE Committee identify the Finalists for each category.
1. Teaching Personnel for public and private school who have met the total points of 30 and above in Stage 1.
 - Teacher I-III/ SPET I-III
 - Master Teacher I-II
 2. Non-Teaching Personnel for public and private schools who have met the total points of 30 and above in Stage 1.
 - Category 1
 - Category 2
 3. School Heads for public and private schools who have met the total points of 30 and above in Stage 1.
 - Elementary School
 - Secondary School
 4. Education Program Supervisors who have met the total points of 30 and above in Stage 1.
- B. A validation on the impact of accomplishment/s (work performance, initiated advocacies, research, innovation, programs, projects, activities, exemplary deed, and community involvement) per nominee by the Division PRAISE Committee shall be conducted.
- C. The Division PRAISE Committee shall contact the Immediate Head/Colleagues/ Stakeholders for validation and deliberation.

Stage 3: Interview

- A. Only the shortlisted nominees who have met the total points of 50 in Stages 1 and 2 shall be qualified for the interview.
- B. Each of the shortlisted nominee shall be interviewed and rated by the Members of the Board of Judges based on the following criteria:
- a. Responsive to the Mission / Vision and Core Values of DepEd
 - b. Adherence to CSC's Mamamayan Muna Hindi Mamaya Na and other Policies
 - c. Nationalistic or Patriotic Attributes of Nominee
- C. The Division PRAISE Committee shall select the Winners per category after careful deliberation.
- a. Outstanding Teacher and (Public and Private) who have met the cut-off average of 70 points and above.
 - Teacher I-III/ SPET I-III
 - Master Teacher I-II
 - b. Outstanding Non-Teaching Personnel (Public and Private) who have met the cut-off average of 70 points and above.
 - Category 1
 - Category 2
 - c. Outstanding School Head (Public and Private) who have met the cut-off average of 70 points and above.
 - Elementary
 - Secondary
 - d. Outstanding Supervisor who have met the cut-off average of 70 points and above.
- D. The result of the deliberation shall be final.

Enclosure 2:**NOMINATION FORM PART 2 – PERSONAL PROFILE -
SEARCH FOR OUTSTANDING DIVISION PERSONNEL****Instructions:**

1. Kindly fill out the nomination form completely and write legibly.
2. Write N/A if necessary.
3. Avoid erasures and use black ball pen only (no sign pen)
4. Use CAPITAL letters

NOMINEE'S INFORMATION	
Name:	School:
Current Position:	
Grade Level Taught/ Unit Assigned:	
Years in Service:	Salary Grade
Category:	

I voluntarily nominate Mr./Ms. _____ to the Division Search for Outstanding DepEd Personnel of the Year.

After reviewing the guidelines and criteria on the Division Search for Outstanding DepEd Personnel of the Year, I hereby certify that, to the best of my knowledge, the information contained in the accompanying supporting documents are true and correct.

The nominee and the undersigned understand that the decision of the PRAISE Committee is final and that we agree to abide it.

Signature over Printed Name/ Position
(Nominator)

Date Signed

Enclosure 3.

**NOMINATION FORM PART 1 - EXECUTIVE SUMMARY
SEARCH FOR THE MOST OUTSTANDING DIVISION PERSONNEL**

Name of Nominee: _____

Position: _____

Schools Division Office/School/Unit: _____

Search Category: ☐ Teacher ☐ Master Teacher ☐ School Head
☐ Non-Teaching Category 1 ☐ Non-Teaching Category 2
☐ Supervisor Category

The three-page write-up must highlight outstanding accomplishments or exemplary norms of conduct manifested within the last three years. Presentation of accomplishments or norms manifested should be data-driven, in order of significance, complete with descriptions, justifications and should adhere to the following pointers:

- Use specific terms. Define/clarify terms such as “assisted”, “contributed” or “facilitated”;
- State outstanding accomplishments of exemplary norms displayed and impact in brief, factual and in bullet form; and
- Present impact of accomplishments by indicating problems addressed, savings generated, people/office benefited and/or transactions facilitated
- Use the criteria as sub-headings, if needed.

Prepared by:

(Signature over Printed Name of Nominator)
(Position)
(Date)

Enclosure 4. TIMELINE

PERIOD	ACTIVITY	TIME	VENUE
November 5, 2025	Deadline of Submission of Entries with supporting documents	5:00 p.m.	
November 10-11, 2025	Stage 1: Paper Screening	8:00 a.m.-5 p.m.	SDO Conference Hall
November 13-14, 2025	Stage 2: Validation	8:00 a.m.-5 p.m.	
November 19, 2025	Stage 3: Interview	8:00 a.m.-5 p.m.	
December 12, 2025 <i>(tentative date)</i>	Educators' Night 2025	4:00 p.m. - 8:00 p.m.	TBA

Enclosure 5:**MEMBERS OF DIVISION PRAISE COMMITTEE**

Role	Composition	Name
Chairperson	Schools Division Superintendent	Anselmo R. Aludino
Vice-Chairperson	Assistant Schools Division Superintendent	Arnel S. Bandiola
Members	Two (2) Chief Education Supervisors	Nemalyn M. Ulep Marilou B. Sales
	Head of Finance	Jaquelyn P. Mendoza
	Head of Administrative Unit	Joel P. Malunao
	Representatives of the Teacher Association	Wilfredo E. Bonagua (Elementary) Joe Jayson Caletena (Secondary)
	Representatives of the School Head Association	Jenelyn B. Asuncion (Elementary) Ditas G. Domingo (Secondary)
	Representative of the Non-Teaching association	Deejay R. Opelac
Secretariat	PRAISE Secretariat shall be composed of four (4) staff from the Division	Opresinia Z. Castillo Aubrhey Marie R. Oasay Reyna Monique Lanuza Mark Louie P. Duldulao